Conservation Corps Manager
Job Description 2026

DATES	Year-Round
SALARY:	$60,000-$63,000
EMPLOYMENT STATUS:	Full-time, Salaried, Exempt Employe, Onsite
BENEFITS:	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday pay, and parental leave.

Summary: The Conservation Corps Manager oversees all aspects of the Conservation Corps program, including recruitment, training, and management of crews involved in conservation projects across Northwest Colorado, Utah, and Wyoming. The Manager works closely with the Conservation Corps Director, sharing responsibilities for field support, data management, and program development, while also handling specific administrative and field duties. This role balances fieldwork with office-based responsibilities to ensure smooth operations and impactful outcomes.

SUPERVISION: Reports to the Conservation Corps Director and directly supervises seasonal Field Coordinators and Crew Leaders.

CONSERVATION CORPS PROGRAM:

Overview: RMYC's Conservation Corps program consists of three program seasons (Crew Leader training and member orientation, Summer Field Season, and Fall Field Season) and typically operates from early April through the middle of October each year. The Conservation Corps engages young people ages 18-25 every year on conservation projects throughout Northwest Colorado, Utah, and Wyoming. RMYC typically fields crews of 8-10 people on these projects, focusing on trail maintenance and construction, forest health, and other recreation and public land projects as needed.

RESPONSIBILITIES:

- **Program Management:**
  - Lead the recruitment, hiring, and onboarding of Field Coordinators, Crew Leaders, Assistant Crew Leaders, and Crew Members.
  - Manage outreach efforts, including attending job fairs and community events, and updating recruitment materials.
  - Collaborate with the HR Director and Grants Administrator to streamline onboarding for all program participants.
  - Maintain crew rosters, ensuring accurate documentation of participants and crew leaders.
- **Field Support:**
  - Assist in planning and delivering crew leader training and crew member orientation, focusing on technical skills like chainsaw operation, rock masonry, and trail maintenance.

    - Provide supervision and ongoing field support for up to three seasonal Field Coordinators.
    - Conduct regular site visits to ensure crew safety, assess project progress, and offer feedback to Crew Leaders and field staff.
    - Maintain and manage program tools, gear, and vehicles, ensuring crews have the resources they need.
    - Implement risk management protocols and respond to incidents and accidents as needed.
- **Data & Administration:**
    - Compile and track program data, including weekly situation reports, incident reports, and project accomplishments.
    - Manage inventory and oversee the preparation of field communication devices.
    - Ensure timely communication of all important updates related to field operations, including incidents, personnel matters, and project outcomes.
    - Assist with compliance paperwork related to AmeriCorps and workers' compensation, ensuring accuracy and timeliness.
    - Manage the documentation of program activities to support organizational and grant reporting needs.
- **Program Development:**
    - Review and update key program resources, including the Crew Leader Guidebook and leadership training materials, to ensure they remain relevant and effective.
    - Conduct annual reviews of the Conservation Corps program to identify opportunities for growth and improvement.
    - Collaborate with program staff to develop new training modules and expand educational opportunities for participants.
    - Establish and maintain positive relationships with project partners and stakeholders.
    - Support the Conservation Corps Director in strategic planning and program development efforts.

PHYSICAL DEMANDS and WORK ENVIRONMENT

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. The ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

QUALIFICATIONS:

- Minimum of three years of experience in conservation, program management, or similar fields
- Strong organizational and leadership skills, with the ability to work independently and as part of a team
- Proficiency in Microsoft Office, Google Drive, and Salesforce
- Ability to meet the physical demands of fieldwork
- Clean driving record and background check
- Chainsaw and crosscut experience or certifications preferred;

- Computer Skills: Use of Google Drive, Salesforce, Microsoft Office Suite
- Ability to clearly and effectively communicate written and orally;
- Sound judgment and ability to implement RMYC policies and procedures.

Rocky Mountain Youth Corps is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law.